

**DRAFT**



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
FOOTHILL TRANSIT EXECUTIVE BOARD  
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE  
2ND FLOOR BOARD ROOM  
100 SOUTH VINCENT AVENUE  
WEST COVINA, CALIFORNIA 91790**

**Friday, April 24, 2015**

**8:00 AM**

**CALL TO ORDER**

1. Call to order. (15-1805)

**The meeting was called to order by Vice Chair Lantz at 8:05 a.m.**

**PLEDGE**

2. Pledge of Allegiance. (15-1806)

**The Pledge of Allegiance was led by Vice Chair Lantz.**

**ROLL CALL**

3. Roll call. (15-1807)

**Roll call was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division.**

Present: Michael De La Torre, Peggy A. Delach, Carol Herrera, Becky A. Shevlin and Paula Lantz

**I. ADMINISTRATIVE MATTERS**

4. Approval of the minutes for the Special Meeting of the Executive Board of March 20, 2015. (15-1808)

**On motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

## **II. PRESENTATIONS**

### **5. 5.1 Contractors' Employee Recognition (15-1809)**

**Diane Williams, Assistant General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:**

- **Noe Alaniz, Operator of the Month (April 2015)**

**After discussion, by Common Consent, and there being no objection, the Board recognized the Employees of the month.**

### **5.2 New and Promoted Staff (15-1810)**

**Doran Barnes, Executive Director, Foothill Transit, recognized the following Foothill Transit newly hired and promoted staff:**

**New Hire:**

- **Stephanie Mak, Operations Analyst**
- **Josh Landis, Planning Manager**

**After discussion, by Common Consent, and there being no objection, the Board recognized the newly hired staff.**

## **III. PUBLIC COMMENT**

### **6. Public Comment. (15-1811)**

**No members of the public addressed the Foothill Transit Executive Board.**

## **IV. CONSENT CALENDAR**

### **7. FY 2014/2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY**

**Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through March 31, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of March 31, 2015 for the fiscal year ending June 30, 2015. (15-1812)**

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

8. APRIL 2015 LEGISLATIVE SUMMARY

Recommendation: Receive and file the April 215 Legislative Summary. Adopt support positions on AB 857, AB 1250, SB 391, SB 413, SB 508 and the federal GROW AMERICA ACT. (15-1813)

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, the Board acknowledged their position in supporting AB 857, AB 1250, SB 391, SB 413, SB 508, the Federal GROW AMERICA ACT, and received and filed the April Legislative Summary.**

Attachments:    [SUPPORTING DOCUMENT](#)

9. CONTRACT AMENDMENT - ARCHITECTURAL AND ENGINEERING DESIGN FOR THE AZUSA INTERMODAL PARKING FACILITY

Recommendation: Authorize the Executive Director to execute Amendment No. 9 to Contract No. 11-036 with Choate Parking Consultants in the amount of \$52,735 for additional architectural and engineering services for the Azusa Intermodal Parking Facility Project. (15-1814)

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

10. REQUEST TO ISSUE INVITATION FOR BIDS (IFB) 15-042 - ARCADIA FACILITY IMPROVEMENTS

Recommendation: Authorize the Executive Director to Issue IFB No. 15-042 for construction services to undertake renovations to the Arcadia Operations and Maintenance Facility. (15-1815)

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

11. PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM GOAL

Recommendation: Authorize the Executive Director to conduct a public hearing to solicit input on the suitability of Foothill Transit's proposed DBE goal of 3.5 percent. (15-1816)

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

**12.    EMPLOYEE HEALTH INSURANCE BENEFITS**

Recommendation: Adopt proposed change to the employee health insurance benefits program to allow employees who have access to other health insurance to receive a monthly cash payment in lieu of participating in Foothill Transit's health insurance. (15-1817)

**On motion of Treasurer Herrera, seconded by Member Shevlin, unanimously carried, this item was adopted.**

Attachments:    [SUPPORTING DOCUMENT](#)

**V.    DISCUSSION ITEMS (REGULAR AGENDA)**

**13.    STAND UP 4 TRANSPORTATION UPDATE**

Recommendation: Receive and file the report on Foothill Transit's Stand Up 4 Transportation event at Cal Poly Pomona. (15-1819)

**Linda Apodaca, Manager of Community Engagement, presented this item. Ms. Maidai Castillo, student from California State Polytechnic University, Pomona (Cal Poly Pomona), was introduced to the Board and presented a sample of the types of research various students are conducting at Cal Poly Pomona pertaining to transportation.**

**On motion of Member Shevlin, seconded by Member Delach, unanimously carried, this item was received and filed.**

Attachments:    [SUPPORTING DOCUMENT](#)

**14.    PROPOSED FISCAL YEAR 2015-2016 BUSINESS PLAN AND BUDGET**

Recommendation: Recommend approval of Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015-2016 to the Foothill Transit Governing Board. (15-1820)

**Kevin McDonald, Executive Director, presented this item and reported that the mission of Foothill Transit is to be the premier public transit provider committed to safety, courtesy, quality, responsiveness, efficiency and innovation. Supporting this mission, the primary goals of Foothill Transit are the following:**

- **Operate a safe transit system;**
- **Provide outstanding customer service;**

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- Operate an effective transit system; and
  - Operate an efficient transit system.

Ms. Michelle Caldwell, Director of Finance, presented the Budget for the organization and introduced a request for two additional positions: Electric Bus Program Manager, and Creative Content Designer. Ms. Caldwell informed the Board that this request was not included in the budget packet provided to the members.

In response to a question posed by the Board, Ms. Caldwell and Mr. Barnes, Executive Director, reported that the agency has sufficient funds for the Capital Projects and the two new additional positions. The agency will continue to seek supplemental funding including grants where available. The job description for the two new additional positions requested includes laser approach to marketing and grant aspects of the projects.

On motion of Member Delach, seconded by Member De La Torre, unanimously carried, this item was approved; and instructed staff to include the two additional positions in Foothill Transit's proposed Business Plan and Budget for Fiscal Year 2015-2016.

Attachments:    [SUPPORTING DOCUMENT](#)

## 15. PROPOSED SERVICE ENHANCEMENTS

Recommendation: Recommend that the Governing Board authorize the Executive Director to seek public input regarding the first phase of proposed service enhancements below. (15-1821)

**Joe Raquel, Director of Planning presented this item.**

**On motion of Member Delach, seconded by Treasurer Herrera, unanimously carried, this item was approved.**

Attachments:    [SUPPORTING DOCUMENT](#)

## 16. APPROVAL OF SOLE SOURCE PROCUREMENT: TWO ELECTRIC BUS CHARGING STATIONS

Recommendation: Approve a Sole Source Procurement in the amount of One Million Six Hundred Thousand Dollars (\$1,600,000) with Proterra LLC for the purchase and installation of two electric bus charging stations and authorize

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the Executive Director to negotiate contract terms and conditions with Proterra LLC. (15-1822)

**Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item and reported that Foothill Transit's Procurement Policy allows for sole source procurement contract when an organization offers a product demonstrating a unique or innovative concept or capability not available from another source.**

**In response to questions posed by the Board, Mr. Cordero and Mr. Barnes informed that the cost of the two electric bus charging stations is approximately \$1,600,000. The organization has received \$680,000. Ms. Caldwell informed the Board Members that the organization intends to use MAP 21 Discretionary and Formula Programs (Federal Matching Program) 80% Federal and 20% local match to cover the additional cost. Ms. Caldwell further informed that the advantage of having two electric bus charging station is when one fails the second one can be used. The battery is charged 75 to 100 percent within 30 minutes. It is anticipated that when the fast charging battery becomes available in the market, it will be used for the slow charging unit without any upgrades needed.**

**On motion of Treasurer Herrera, seconded by Member De La Torre, unanimously carried, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**17. PERFORMANCE INDICATORS REPORT - FY 2014-2015 THIRD QUARTER REPORT**

Recommendation: Receive and file the FY 2014-2015 Third Quarter Performance Indicators Report. (15-1823)

**Stephanie Mak, Operations Analyst presented this item.**

**On motion of Member Delach, seconded by Treasurer Herrera, with Member Shevlin excused this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**18. TRANSIT STORE REPORT**

Recommendation: Receive and file the Transit Store Report. (15-1824)

**Tanya Pina, Contract Operations Manager presented this item.**

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**On motion of Member Shevlin, seconded by Treasurer Herrera, unanimously carried, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**VI. EXECUTIVE DIRECTOR COMMENT**

- 19.**    Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-1825)

**Mr. Barnes reported on the following:**

- **There are continuous meetings and dialogue with the President of Cal Poly Pomona on implementing a Class Pass Program, and exploring service enhancements for students.**
- **Meeting with the leadership of Mount San Antonio College (Mt. SAC), to invest in a transit center within the Mt. SAC campus.**
- **Reminded the Board that the Foothill Transit Annual Governing Board Meeting is scheduled for Wednesday, May 13, 2015, at 7:45 a.m.**

**VII. BOARD MEMBER COMMENT**

- 20.**    Comments by Members of the Foothill Transit Executive Board. (15-1826)

- **Board Member Shevlin conveyed that she has been reelected to the City of Monrovia Council.**
- **Treasurer Herrera expressed her pleasure on Foothill Transit's proposed Business Plan, Budget and Performance Targets for Fiscal Year 2015 2016 and hopes that Foothill Transit will continue to be cautious with its expenditure, and continue to make the necessary and appropriate changes for the organization as it moves forward.**
- **The Board acknowledged and thanked the members of the public for their respectful behavior during the meeting.**

**VIII. NOTICES OF CLOSED SESSION**

- 21.**    **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)**

Property Address/Location: APN: 8448-019-045, 8448-019-044, 8448-019-042, 8448-019-041, 8448-019-040

Agency Negotiator(s): Doran J. Barnes, Sharlane Bailey, Katie Kraft, Darold D. Pieper, Kevin McDonald

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Negotiating Parties: Andy McIntyre of McIntyre Company, Kyle Weichert of Lewis Operating Corporation  
Under Negotiation: Price and Terms (15-1827)

**The Foothill Transit Executive Board recessed into Closed Session at 9:28 a.m. following Agenda Item No. 20. The Foothill Transit Executive Board meeting reconvened and called to order by Vice Chair Paula Lantz, at 9:58 a.m.**

**The following members were present: Vice Chair Paula Lantz, Treasurer Carol Herrera, and Members Peggy Delach, Member Michael De La Torre and Becky Shevlin.**

**22. CLOSED SESSION REPORT (15-1828)**

**Darold Pieper, General Counsel, reported that the Executive Board authorized staff to issue a letter of interest to acquire the property APN: 8448 019 045, 8448 019 044, 8448 019 042, 8448 019 041, 8448 019 040.**

**The vote of the Board was unanimous with all Members present.**

**IX. ADJOURNMENT**

**23. Adjournment for the April 24, 2015 Foothill Transit Executive Board Meeting. (15-1829)**

**There being no further business, the Foothill Transit Executive Board meeting adjourned at 9:59 a.m.**